



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 257-2700 • F: (213) 633-0904



***Career Transfer Opportunity Notice
Restricted to Permanent Employees of Los Angeles County***

**INTERMEDIATE TYPIST-CLERK
Bureau of Administrative Services
Human Resources Division, Records and Benefits Unit**

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill an Intermediate Typist-Clerk (ITC) vacancy in the Bureau of Administrative Services, Human Resources Division, Records and Benefits Unit. This position will work at the HRD reception desk and perform a wide range of clerical support duties such as answering and forwarding telephone calls, typing, filing, photocopying, taking and following instructions, and giving and receiving accurate messages.

DESIRABLE QUALIFICATIONS:

- Excellent customer service skills.
- Strong telephone etiquette.
- Good oral and written communication, grammar, and language skills.
- Proficient computer skills (e.g., Microsoft Word, Excel, Access, PowerPoint, and Lotus Notes).
- Proficient in operating office equipment (e.g., computer, fax, typewriter, and Xerox machines).
- Ability to handle a large volume of incoming and outgoing telephone calls professionally.
- Ability to take and forward messages correctly.
- Ability to effectively manage multiple tasks and shifting priorities.
- Ability to work independently and as part of a team.
- Ability to effectively interact with the public, law enforcement, and employees.

ACCEPTING RESUMES FROM: Only permanent employees of the Los Angeles County District Attorney's Office currently holding the payroll title of ITC and those who are on the current ITC certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Edwin Calderon
Administrative Services Manager II
211 W. Temple Street, Suite 200
Los Angeles, CA 90012
Telephone: (213) 257-2716
Fax: (213) 633-0903
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NO LATER THAN: WEDNESDAY, AUGUST 26, 2015

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****